



**HUALAPAI NATION
JOB ANNOUNCEMENT
OPEN COMPETITIVE**

JOB TITLE: Behavioral Health Clinical Supervisor
DEPARTMENT: Hualapai Health-Education and Wellness
CLASS: Covered/Non-Exempt
SALARY: Negotiable (Depending on Experience)
OPENING: October 2, 2024
CLOSING: OPEN UNTIL FILLED

POSITION SUMMARY:

Primary responsibility of this position will be the oversight of the direct clinical care in the Behavioral Health Program to assure the full range of substance abuse and mental health services are provided to community members. Position reports to HEW Director/Assistant Director. Evaluates the services provided and outcomes achieved by the team, recommends enhancements and/or improvements for programs and staff development to ensure consistent cost effectiveness and compliance with all state and federal regulations and guidelines in day-to-day activities. Actively participates in alcohol and mental health community projects.

RESPONSIBILITIES:

- Provides supervision of clinicians, and case managers including preparation of formal evaluation of employee performance as needed and required.
- Provides oversight of contracted psychiatrists and psychologist.
- Assists with informing employees on Tribal and departmental policies and procedures, State licensure requirements and ensures the accurate dissemination of this information.
- Supervision of weekly clinical case staffing (group and/or individual).
- Ensures the provision of in-service education and training to all clinical staff to ensure compliance with state licensing requirements and to maintain a high degree of clinical knowledge throughout the BH Program.
- Oversees and approves the curriculum and clinical treatment plans to reflect the needs of the targeted population and consistency of treatment services throughout the agency.
- Works with the Director/ Assistant Director on oversight of the completion of data and submits reports of activities, utilization and encounters on a regular basis
- Upholds the policies and procedures for maintaining accurate client case records in accordance with agency record keeping requirements.
- Works with management team to prepare and revise agency-wide clinical policy, procedures and vision.
- Supervises and ensures the integration of therapeutic treatment with traditional methods of healing and recovery.

- Support and directs the integration of agency and community activities and special events into the daily operation of the program and effectively distributes the flow of information to staff and clients.
- Other duties as assigned

EDUCATIONAL & EXPERIENCE REQUIREMENTS:

- Master's Degree in the behavioral health field
- A Board of Behavioral Health Examiners Independent License in Counseling, Social work or Substance Abuse required.
- Minimum of five (5) years of specialized experience and professional knowledge of substance abuse, mental health and psycho-educational programs; evaluation and diagnosis; 12-step programs and self-help groups; and treatment modalities that is effective with the target population.
- Knowledge, experience and ability to supervise approximately (10) employees with at least three (3) years' supervisory experience in substance abuse treatment environment.
- Experience with budgets, grants and program planning.
- Experience working with IHS, RBHA, TRBHA and HMS.
- Experience in working with the Native American population preferred.
- Possess a current DPS Fingerprint Clearance Card
- Possess a current First Aid/CPR card, valid driver's license and good driving record.
- Submit to and pass a pre-employment background and drug screening and random screening thereafter.

SKILLS REQUIREMENT:

- Knowledge of Tribal, State and Federal treatment standards and licensure requirements.
- Strong interpersonal skills with an ability to work effectively with a wide range of people, teams, managers, supervisors, and vendors.
- Demonstrate excellent written and oral communication skills.
- Excellent customer service skills.
- Must demonstrate critical thinking, problem- solving and organizational and time management skills.
- Must be able to work well with others in a team approach.
- Requires strong managerial and leadership skills.

HOW TO APPLY:

Submit a **completed** Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. **To be considered for employment, the Human Resources Department must receive a completed application by 5:00PM on the closing date.** A resume will not be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department, please keep copies for your own reference.**

PREFERENCE:

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-355, Section 703 (702-71) and Public Law 93-638, Section 7B.

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM

Auxiliary aids and services available upon request individuals with disabilities